

CA-PMMProject Name: PARI\$OCIO Project #: 6110-98Department: EducationReporting Period: From: To:**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

Status of Assigned Issues

Issue Number	Description	Due Date	Status
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Department: Education

Reporting Period: From: To:

**Team Member to Project
Manager**

CA-PMM**Project Name:** PARI\$**OCIO Project #:** 6110-98**Department:** Education**Reporting Period:** From: 12/1/09 To: 12/31/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	No			
3. Was work done that was not planned?	Yes	DGS Supervisor review of RFP	Concurrent RFP review by Analyst and Supervisor	None
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

CA-PMM**Project Name:** PARIS**OCIO Project #:** 6110-98**Department:** Education**Reporting Period:** From: 12/1/09 To: 12/31/09**Project Manager to Sponsor****Look Ahead View**

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

CA-PMM

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Department: Education

Reporting Period: From: 12/1/09 To: 12/31/09

Project Manager to Sponsor

Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

1. DGS Analyst and Supervisor have performed concurrent reviews of the RFP. Briefing meeting held between CDE Team, COMSYS, and DGS on 12/21/09.
2. Written RFP feedback was received from DGS as scheduled on 12/31/09 for the RFP; feedback on the Appendices is pending.
3. CDE Team continued to build Bidder's Library.
4. COMSYS continued population of Requirements Repository.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
DGS Analyst Review and Approval	12/31/09	12/31/09	Done		12/31/09
DGS Supervisor Review and Approval	1/11/10	1/11/10	On Target		
DGS APP Review and Approval	1/14/10	1/14/10	On Target		

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	√			
Milestones	√			
Deliverables	√			
Resources	√			
OneTime Cost	√			
Continuing Cost	√			

CA-PMM

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Reporting Period: From: 12/1/09 To: 12/31/09

Project Manager to Sponsor

CA-PMM**Project Name:** PARI\$**OCIO Project #:** 6110-98**Department:** Education**Reporting Period:** From: To:**Sponsor to Executive
Committee****Summary Milestones and Highlights****Project Milestones:***List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.*

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule				
Milestones				
Deliverables				
Resources				
One Time Cost				
Continuing Cost				

CA-PMM**Project Name:** PARIS**OCIO Project #:** 6110-98**Department:** Education**Reporting Period:** From: To:**Sponsor to Executive
Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0		
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0		
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0		
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0		
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0		
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0		
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0		
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0		
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0		
	Medium	1		

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	Weak	2	
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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0		
	Medium	1		
	Weak	2		
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0		
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0		
	80-90% on time	1		
	<80% on time	2		
13. Actual vs. Planned Resources	>90% assigned and available	0		
	80-90% assigned and available	1		
	<80% assigned and available	2		
14. Overtime Utilization (% of effort that is overtime)	<15%	0		
	15-25%	1		
	>25%	2		
15. Team Effectiveness	Highly Effective	0		
	Moderately Effective	1		
	Ineffective	2		
Total		0	G	

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale